

REQUEST FOR PROPOSAL (RFP)
RFP # 87 Folder # 19605

Issue Date: June 11, 2007

Title: DEMAND RESPONSE SERVICES (LOAD RESPONSE PROGRAM)

Commodity Code: 91841

Issuing Agency: Department of General Services, Division of Purchases and Supply (DGS/DPS)
1111 E. Broad Street, 6th Floor
Richmond, VA 23218

Authorized Contract Users: State Agencies, Institutions of Higher Education, All Public Bodies, Community Service Boards and other entities authorized to use these contracts by the Code of Virginia

Initial Period Of Contract: Three (3) Years From a Mutually Agreed Upon Start Date, which will be the first of the month, with two (2) annual options to renew.

Sealed Proposals Will Be Received Until July 13, 2007@ 1:00 p.m. Proposals will be opened on July 16, 2007 at 2:00 pm.

All inquiries for information Should Be Directed, in writing, to: Bob Parolisi via e-mail robert.parolisi@dgs.virginia.gov or via fax: (804) 786-5413.

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1D or against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Name of Firm: _____ Name (print) _____

Firm Address: _____ Name (signature) _____

E-mail: _____ Title: _____

FEI/FIN NO: _____ Phone: _____

DUNS NO: _____ FAX: _____

Date: _____

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1. **PURPOSE AND BACKGROUND**

Purpose: The intent and purpose of this Request for Proposal (RFP) is to establish a term contract with one qualified firm to provide Demand Response Services to Agencies and Institutions of Higher Education and other public Bodies of the Commonwealth of Virginia, who may elect to utilize this contract.

Background: The Commonwealth of Virginia agencies, Institutions of Higher Education and other public Bodies have the ability to curtail consumption of electricity in many locations across the Commonwealth through various means. It is our desire to put a Demand Response Program in place using a Curtailment Service Provider (CSP) through PJM Interconnection (PJM) to coordinate this activity. PJM is a regional transmission organization (RTO) that coordinates the movement of wholesale electricity in all or parts of Delaware, Illinois, Indiana, Kentucky, Maryland, Michigan, New Jersey, North Carolina, Ohio, Pennsylvania, Tennessee, Virginia, West Virginia and the District of Columbia. This program will provide a mechanism to respond to an electric utility curtailment and provide a financial benefit to participating organizations.

Information:

1. For the purpose of this solicitation and any resulting contract, DGS/DPS is referred to as the “Contracting Agency”. Agencies utilizing the services described herein and provided as a result of any contract awards will be referred to as “Participating Agencies” or “Authorized Users.”
2. The DGS/DPS (Contracting Agency) is responsible for:
 - Administering the resulting contract.
 - Contract Changes, if required. Changes to the Scope of Work and/or Contract will be made only upon executed approval of the Contracting Agency.
 - Resolving disputes and interpreting terms and conditions.
3. Use of this contract by State Agencies, Institutions of Higher Education and other Public Bodies is OPTIONAL. The Commonwealth makes no guarantees and has no estimate of the value of this contract. The contractor shall provide the services ordered, regardless of the level of program participation.

2. **STATEMENT OF NEEDS**

It is the Commonwealth of Virginia’s intent to enter into a Contract with the Selected Offeror for those services necessary to help the Commonwealth achieve its Goals, as outlined in this RFP. The Selected Offeror will provide the following services:

1. The Commonwealth requires the services of an experienced, **Qualified Curtailment Service Provider** to provide Demand Response Services as associated with PJM “Load Response Program (LRP)”. PJM Interconnection is a regional transmission organization (RTO) that coordinates the movement of wholesale electricity in all or parts of Delaware, Illinois, Indiana, Kentucky, Maryland, Michigan, New Jersey, North Carolina, Ohio, Pennsylvania, Tennessee, Virginia, West Virginia and the District of Columbia. Proposals shall address cost reduction and how costs and cost reduction are allocated to the Contractor and Commonwealth Agencies, Institutions of Higher Education or other Public Bodies.

2. The objective is to determine the optimum method of scheduling activities with high electrical demand and to reduce requirements at peak demand times for PJM. By reducing the demand at peak times PJM is saved from having to generate more electricity; electricity that is usually more costly to generate. By reducing peak demand, at set times, Commonwealth Agencies, Institutions of Higher Education and Public Bodies can receive incentives as part of the PJM demand response program to lower the overall cost of electrical power.
3. When, in the opinion of the Commonwealth Agencies, Institutions of Higher Education and Public Bodies, the quality of materials, equipment, and/or workmanship put in place by the Successful Offeror does not meet the specifications in this RFP or the contract arising from this RFP, the Successful Offeror will, at no additional cost to the Commonwealth Agencies, Institutions of Higher Education and Public Bodies immediately remove the nonconforming portion of the work and replace it with material, equipment, and/or workmanship which does meet specifications. When disputes arise concerning workmanship and/or material selected for work already accomplished, the Successful Offeror will, at no cost to the Commonwealth Agencies, Institution of Higher Education, and Public Bodies, remove, replace, and/or rework the job so that compliance with the Commonwealth's requirements are satisfied.
4. The Commonwealth will establish a Contract Administrator to work with the Successful Offeror. The Contract Administrator will be the only authorized person that the Successful Offeror shall deal with for purposes of this contract, unless the Contract Administrator designates other personnel to assist in the administration of the contract.
5. The Successful Offeror will cooperate with the Commonwealth Agencies, Institutions of Higher Education and Public Bodies concerning the scheduling of work, change of work, changed location(s) due to classes, testing, or special events, and/or the performance of additional work. The representative will be notified prior to the blocking off or closing down of any portion of buildings or grounds. The Successful Offeror shall promptly notify the Commonwealth's Contract Administrator if any change of work or any type of condition that will prevent the Successful Offeror from meeting the requirements set forth by this RFP, and any contract arising from this RFP. The representative will evaluate such information and will provide guidance to the Successful Offeror.
6. The Commonwealth and its Public Entities will not be responsible for losses or damages of the Successful Offeror supplies, tools, and/or equipment. Damages caused by the Successful Offeror negligence or error shall be repaired by the successful Offeror at no cost to the Commonwealth, or Public Entities. All equipment and materials used shall comply with all applicable codes and industry standards related to said equipment, materials and/or workmanship.
7. The Successful Offeror will provide adequate staffing and necessary work control procedures to include, but not be limited to, planning and scheduling of work and complete work requirements within the Commonwealth's specified time limits to assure the performance of work in accordance with the terms of this RFP.
8. The Successful Offeror shall provide all the labor, equipment, supplies and material for collecting energy consumption and demand data from the BAS or electric utility, analyzing data, and providing services on behalf of the Commonwealth Agencies, Institutions of Higher Education and Public Bodies, to participate in the PJM Load Response Program (LRP). The proposal will outline the tasks and responsibilities of the Offeror, the Commonwealth Agencies, Institutions of Higher Education and Public Bodies.
9. The Contractor shall meet the following general experience requirements:
 - a. Be a registered firm with PJM Interconnection L.L.C as a Curtailment Service Provider.
 - b. Have a minimum of two (2) years experience in providing demand response services to large electricity consumers, with at least one (1) year of experience serving institutions of Higher Education.
 - c. Have a minimum of ten (10) clients participating in PJM Real Time and Day Ahead demand response services.

- d. Have the ability to initiate and process, 24 hours per day, 365 days per year, day-ahead and real-time demand response transactions.
10. The Contractor should provide the following services:
- a. Provide timely, detailed accounting of all demand response transactions to the Commonwealth Agencies, Institutions of Higher Education or Public Bodies, Director of Utilities or appointed representative.
 - b. Design a process to generate consistent revenues without exposing Commonwealth Agencies, Institutions of Higher Education or Public Bodies to undue risk.
 - c. Provide access to Day - Ahead and Real – Time programs.
 - d. Provide mechanisms that allow Commonwealth Agencies, Institutions or Higher Education or Public Bodies to initiate demand response transactions on either a full-service or self-service basis.
 - e. Comply with all PJM reporting rules and regulations.
 - f. Provide for web-based demand response transactions.
 - g. Furnish information tools (hardware, software or both) that allow Commonwealth Agencies, Institutions of Higher Education and Public Bodies to assess its demand response performance each day and make appropriate tactical adjustments. All work will meet the standards specified in this, and all applicable local, state and federal standards.
 - h. Maintain constant dialog with the appointed, at each Commonwealth Agency, Institution of Higher Education or Public Body participating in the program, representative that assures the success of the program.
 - i. Provide immediate communication and reconciliation of any issues of concern.
 - j. Provide all labor, supervision, travel, materials, tools, vehicles, software and equipment, including hardware with associated software, necessary to provide data evaluation services and periodic reports.
 - k. Ensure that work performed is completed so as to not adversely affect daily operations at Commonwealth Agencies, Institutions of Higher Education or Public Bodies facility utilities remain in working order at all times, unless otherwise approved by the facility representative.
11. Notify, and receive approval from the appropriate Director of Utilities prior to blocking off or closing down any portion of buildings, grounds, or surrounding streets or alleyways.
12. Provide payment processing services for all savings from demand response transactions. Ensure payment of agreed upon % of savings within 30 days of the first of the month directly after the date of the transaction. Example: transaction March 15th. Check should be received no later than 30 days from April 1st (April 30th).
13. Service Interruption and Security
- a. Data collection shall not interfere with the operation of the Building Automation System (BAS) or the ongoing collection of BAS data for other purposes.
 - b. Data collection devices shall be protected so that power interruption will not cause data loss.
 - c. Security protocols or hardware shall be provided to prevent hacking into the BAS from data collection devices or interconnections.
 - d. Failure of any data collection device shall not interfere or cause failure or shutdown of the BAS or connected systems.
14. Provide a description of how cogeneration and Black Start opportunities will be handled.
15. Install any needed monitoring equipment at no direct cost to the Commonwealth.

3 PRE-PROPOSAL CONFERENCE:

An optional pre-proposal conference will be held at 2:00 pm on June 19, 2007 at the Division of Purchase and Supply, 1111 West Broad Street, 6th floor, Richmond, VA 23218. The purpose of the conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. While attendance at this conference will not be a prerequisite to submitting a proposal, Offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

4 PRICING SCHEDULE:

The Demand Response Services Program is intended to offer an economic incentive to achieve electric demand reduction; the proposal shall address cost reduction potential to the Commonwealth of Virginia and how costs and cost reduction are allocated to the Contractor, the Commonwealth of Virginia and its Public Entities. It is expected that there will not be any set up costs associated with the Demand Response Services Program. The percentages allocated to savings and fee/commission as well as any other aspect of the price of the services shall remain constant during the contract period and percentages shall remain constant during all renewal periods.

Provide the total cost (percentage of savings) for the proposed services that are described in Specific Proposal Requirements on Page 10, Section VI, Item B.6 and B.7. The percentages submitted will be used to determine the price score for the RFP evaluation process.

Demand Response Services: __% Commonwealth of Virginia Savings + __% Vendor fee/commission = 100% Total Savings. **Small, minority and/or woman-owned businesses must register with the Virginia Department of Minority Business Enterprise (DMBE; <http://www.dmbestate.va.us>, prior to any award being issued.**

5 The following reflect additional considerations:

- The Commonwealth will consider proposals for all or part of the load requirements, however the desired intent is to execute a contract with suppliers that can take advantage of larger volume accounts and associated volume –related cost savings.
- Respondents will be given flexibility in determining whether to consider alternative pricing strategies including: fixed, seasonal and/or indexed pricing.
- The Commonwealth is interested in securing proposals, which cover, at least, a three-year term.

6 Commonwealth Contracting Requirements:

In executing a supply contract with the Commonwealth, there are a number of contractual criteria and considerations that Respondents should note. Most notably, the Commonwealth intends to use a competitive negotiation process to select and award the contract. This process allows the Commonwealth to take both price and non-price factors into account in negotiations.

7 Proposed Timeframe :

RFP Issued June 11, 2007

Optional Pre-proposal Conference, June 19, 2007

RFP Due Date July 13, 2007 at 1:00 pm

It is the intention of the Commonwealth to award the contract in a timely manner consistent with the risk management needs to bidders to the extent possible.

8. **PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

GENERAL INSTRUCTIONS:

1. **RFP RESPONSE:** In order to be considered for selection Offerors must submit a complete paper response to this RFP. **One original** (marked "Original") and Six (6) **copies**. No other distribution of the proposal shall be made by the Offeror.
2. **PROPOSAL PREPARATION:**
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents that cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the REP requirements are specifically addressed.
 - d. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 - e. Ownership of all data, materials and documentation originated and prepared for the Commonwealth pursuant to the RFP shall belong exclusively to the Commonwealth and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 11-52D of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

- f. All information requested by this RFP on the ownership, utilization and planned involvement of small businesses, women-owned businesses and minority-owned businesses must be submitted. If an offeror fails to submit all information requested, the purchasing agency may require prompt submission of missing information after the receipt of vendor proposals.

Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

8 SPECIFIC REQUIREMENTS OF PROPOSAL:

Proposals should be as thorough and detailed as possible so that the Purchasing Agency evaluation team may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. Return of the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
2. Offeror Data Sheet, including as an attachment to the RFP, and other specific items or data requested in the RFP.
3. A written narrative statement to include: (1) experience of your company and its staff in providing the services described in the Statement of Needs (Section 2.); (2) names, qualifications and experience of personnel to be assigned to the project; (3) resumes of staff to be assigned to the project; (4) locations of company offices that will service this contract.
4. Vendors offering proposals to supply Demand Response Services must provide a narrative containing short discussions addressing the following issues.
 - a) A general overview of how the contractor will perform the requirements of this proposed contract.
 - b) Other issues the Offeror thinks are important.

9 EVALUATION AND AWARD CRITERIA:

EVALUATION CRITERIA: "Proposals will be evaluated by the Commonwealth of Virginia using the following criteria:"

1. Experience and qualifications of the Offeror in the particular disciplines covered by the solicitation. Qualifications and experience of assigned staff members, the capability, integrity and reliability of the Offeror.
2. Plans and approach for the provision of services.
3. Commitment for utilization of Small, Women-Owned and Minority Businesses. Scoring relative will be solely on the basis of the Offeror's commitment to utilize small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities.
4. The Offeror's firm's references from clients which are comparable to the Commonwealth;
5. The Offeror's financial proposal;

6. The contractual terms, between the Commonwealth of Virginia and the Selected Offeror, which would govern the relationship.

9.1 **SCORING:**

Evaluation Criteria: Proposals will be evaluated using the following criteria:

a	Qualifications, capability, and experience, Of the Offeror in providing the services described Herein.	25%
b	Specific plans or methodology to be used to perform the service	5%
c	Commitment for utilization of Small, Women Owned and Minority Business	20%
d	Offeror's references from clients which are comparable to Commonwealth	20%
e	Offeror's financial proposal	20%
f	Offeror's contractual terms	10%
Total		100%

10 **AWARD:**

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors above. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the agency shall select the Offeror(s) which, in its sole opinion, has made the best proposals, and shall award the contract to that Offeror(s). The agency may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D, Code of Virginia.) Should the Purchasing Agency determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of this solicitation and the Contractor's proposal as negotiated.

- 12 IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____

Name of Offeror Due Date Time

Street or Box Number _____

City, State, Zip Code, _____

RFP Title Demand Performance Services

RFP Number 87 Folder # 19605

Attention: Robert A. Parolisi, VCO

The envelope should be addressed as directed on Page 1 of the solicitation.

If a proposal is not marked as described above, it may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other Proposals should be placed in the envelope.

Proposals must be received by the issuing agency by the designated date and time. Proposals received in the issuing office after the date and time designated are automatically disqualified and will not be considered. The issuing agency is not responsible for delays in the delivery of mail by the U. S. Postal Service or other couriers. It is the sole responsibility of the offeror to insure that its proposal reaches the issuing agency's office by the designated date and time. Receipt of proposals scheduled during a period of suspended state business operations will be rescheduled for processing at the same time on the next regular business day.

- 13 EXPANSION OF THE TARGET:** Throughout the original contract and any subsequent renewal, the contract resulting from this solicitation may be modified, upon mutual agreement between the Contractor and the Commonwealth.
- 14 AUTHORITIES:** Nothing in this agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the Statement of Need contained herein. Furthermore, the Contractor shall not assign, sublet, or subcontract any work related to this agreement or any interest he/she/it may have herein without the express written consent of the Contracting Agency, except as specified herein.
- 15 SMALL, WOMEN, AND MINORITY-OWNED BUSINESSES SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**
1. Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to small, women, and/or minority-owned (SWAM) businesses. If SWAM subcontractors are used, the prime contractor agrees to report the use of SWAM subcontractors by providing the purchasing office at a minimum the following information: name of

firm, phone number, total dollar amount subcontracted, category type (small, women, or minority-owned), and type of product/service provided.

- 16** **CONTRACT ADMINISTRATION:** The Contractor shall attempt to resolve any contract problems with the Participating Agency with which the problems have been experienced. If the problems are unable to be satisfactorily resolved with the Participating Agency, the Contractor shall refer the matter to the Contracting Agency for resolution. Interpretation of contract requirements can be made only by the Contracting Agency.

17 **METHOD OF PAYMENT:**

Provide payment processing services for all savings from demand response transactions. Ensure payment of agreed upon % of savings within 30 days of the first of the month directly after the date of the transaction. Example: transaction March 15th. Check should be received no later than 30 days from April 1st (April 30th). Payment shall be made to the Government Entity on whose behalf the curtailment was executed.

ATTACHMENT A

OFFEROR'S DATA SHEET

1. **QUALIFICATIONS OF OFFEROR:** The Offeror must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. **VENDOR'S PRIMARY CONTACT:**

Name: _____ Phone: _____ Cell: _____

3. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service.
_____ Years _____ Months

4. **VENDOR INFORMATION:**

FIN OR FEI Number: _____
(If Company, Corporation, or Partnership)

SSN: _____
(If Individual)

5. **REFERENCES:**

- A. Indicate below a listing of at least four (4) current accounts, either commercial or governmental, that your company is servicing. Include the length of service and the name and phone number of the person the purchasing agency has your permission to contact.

CLIENT'S NAME & ADDRESS	LENGTH OF SERVICE	CONTACT PERSON AND TELEPHONE NUMBER

ATTACHMENT B

Small Business Subcontracting Plan

Definitions

Small Business: "Small business " means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: DMBE-certified women- and minority-owned businesses shall also be considered small businesses when they have received DMBE small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by the Commonwealth of Virginia, Department of Minority Business Enterprise (DMBE) to participate in the SWAM program. Certification applications are available through DMBE online at www.dmbv.virginia.gov (Customer Service).

Bidder/Offeror Name: _____

Preparer Name: _____ **Date:** _____

Instructions

- A. If you are certified by the Department of Minority Business Enterprise (DMBE) as a small business, complete only Section A of this form. This shall include DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification.
- B. If you are not certified by DMBE as a small business and plan to subcontract part of this contract with a DMBE certified business, complete only Section B of this form.
- C. If you are not certified by DMBE as a small business and cannot identify any subcontracting opportunities to subcontract part of this contract with a DMBE-certified business, only provide the information requested in Section C of this form.

Section A

If your Offeror(s) is certified by the Department of Minority Business Enterprise (DMBE), are you certified as a **(check only one below)**;

_____ Small Business

_____ Small and Women-owned Business

_____ Small and Minority-owned Business

Certification number: _____ Certification date: _____

Section B

Populate the table below to show your Offeror(s)'s plans for utilization of DMBE-certified small businesses in the performance of this contract. This shall include DMBE-certified women-owned and minority-owned businesses that meet the small business definition and have received the DMBE small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

B. Plans for Utilization of DMBE-Certified Small Businesses for this Procurement

Small Business Name & Address DMBE Certificate #	Status if Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Contract Involvement	Planned Annual Contract Dollar Expenditure Amount

Totals \$					

Section C

Respond to how your business has met or exceeded at least two of the following indicators within the past 24 months. Your response may include any good faith efforts made regarding this procurement.

C. Good Faith Effort Indicators by the Bidder/Offeror

1. Identify areas of work your business has subcontracted to DMBE-certified small businesses for other contracts. Include company names, dates, dollar amounts, and percentages on a per contract basis.
2. List research efforts conducted by your business in the past to locate DMBE-certified small businesses by advertising in publications or in the classified section of the newspaper where small businesses are likely to see it. List specific publications and dates.
3. List small business outreach meetings, conferences, or workshops conducted by your Offeror(s) to locate DMBE-certified small businesses—including the dates, participation numbers, and results.
4. Provide documented correspondence (i.e., certified mail, email, receipt of fax transmissions, etc.) to small businesses from the lists provided by DMBE and other outreach agencies and organizations which indicates your solicitation of such for utilization of subcontracting opportunities on other contracts for which your business has competed.
5. List areas of work which your business has subcontracted with DMBE-certified small businesses for upcoming contracts—including the name of the business, certification number, dates, dollar amounts, and percentages on a per contract basis.

6. Provide documentation of any assistance offered to interested small businesses in obtaining bonds, lines of credit, and/or insurance for any present or past contracts your business has in place.

7. Provide documentation of follow-up on initial contacts with DMBE-certified small businesses (e.g., telephone call logs, emails, certified letters, etc.). Be sure to list the small business name and dates of contact.

ATTACHMENT C

PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION RFP # 86 – Folder #15843

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

Identify the reason for withholding from disclosure by applying the applicable code from below and/or by written explanation.

- A.** This page contains information relating to “trade secrets”, and “proprietary information” including processes, operations, style of work, or apparatus, identify, confidential statistical data, amount or source of any income...of any person (or) partnership. See “Virginia Public Procurement Act; Section 11-52 (D)”. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B.** This page contains proprietary information including confidential, commercial or financial information which was provided to the Government on a voluntary basis and is of the type that would not customarily release to the public. See “Virginia Public Procurement Act, Section 11-52 (D); 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4)”.
- C.** This page contains proprietary information including confidential, commercial or financial information. The disclosure of such information would cause substantial harm to competitive position and impair the Government’s ability to obtain necessary information from contractors in the future. 5 U.S.C. See “Virginia Public Procurement Act, Section 11-52 (D); 552 (b) (4); 12 C. F. R. 309.5(c) (4)”.